

Cascades Library
21030 Whitfield Place
Potomac Falls, VA 20165
CascadesLibrary@loudoun.gov
VOICE: 703-444-3228 TTY: 703-444-2093
FAX: 703-444-1336

Application Date

AFTER HOURS	
Fee PAID:	
Guard Scheduled:	
AV SETUP:	

APPLICATION FOR MEETING ROOM USE

Initial bookings must be made in person or by phone to confirm room availability. This signed application must be submitted by fax, by email or in person within 48 hours of the initial booking or the reservation may be cancelled. Meeting reservations for **AFTER HOURS** use must be made **10 business days in advance of meeting date to allow security scheduling. FEES for BUSINESS or FOR-PROFIT use and for AFTER HOURS use must be paid at the time of application and must be submitted with this form.** For groups calling for room reservations, fees must be received within **48** hours of submitted application or the booking will be released. **The organization is responsible for setup and cleanup of the room and furniture.** Appropriate time before and after the meeting should be included in the booking time. The authorized representative of your organization is responsible for the good condition of the room and will report any damage to the room or its contents to library staff.

See reverse for additional details.

Date of Program:

Total Booked Time:

(incl. time for setup and cleanup)

Expected Attendance:

Actual Time of Meeting:

Name of Organization:

Purpose of Meeting:

Name of Representative:

Address:

Daytime Phone:

Evening Phone:

Please check one:

<input type="checkbox"/>	County or Town Government (No Charge)
<input type="checkbox"/>	Community Organization (Donations Accepted)
<input type="checkbox"/>	Non-profit Organization (Donations Accepted)
<input type="checkbox"/>	Other: (Please explain)

Please check one:

	FEE	Hours	TOTAL
<input type="checkbox"/> BUSINESS or FOR-PROFIT groups (\$40.00 per hour or any part of an hour). See reverse for FEE refunds for cancellations.	\$ 40.00		
<input type="checkbox"/> AFTER HOURS Security Fee: Minimum of 2 hours @ \$26.95 an hour. NO REFUNDS.	\$ 26.95		
<input type="checkbox"/>	BUSINESS OR FOR-PROFIT AV FEE (\$10.00)		
<input type="checkbox"/>	TOTAL FEES DUE		

Please make checks payable to "County of Loudoun"

Please check one:

	Meeting Room	Capacity
<input type="checkbox"/>	A	20
<input type="checkbox"/>	B	50
<input type="checkbox"/>	A/B Combined	100
<input type="checkbox"/>	C	130
<input type="checkbox"/>	Conference (upstairs)	8-10
<input type="checkbox"/>	Group Study	8-10

Please read the information on the back and sign this form.

Businesses and for-profit groups will be charged \$10.00 for use of AV equipment.

Groups requesting AV equipment must provide a member familiar with the operation of audio/video equipment. Please request this equipment before the meeting takes place. We cannot guarantee that equipment requested on the day of the meeting will be available.

The group will be responsible for any damages other than normal wear and tear (e.g. bulbs). Staff members are not able to help with personal computers or personal AV equipment.

Please check any equipment needed:

*Assisted Listening Device	TV / VCR / DVD
**Hands-free (clip-on) Microphone (2 available)	Computer Projector
**Wireless Hand-Held Microphone (2 available)	Opaque Projector
Floor Stand for Hand-Held Microphones	Overhead Projector
Lectern	

** Listening Devices are only available in Room C*

***Microphones are only available in rooms B and C.*

Please read the attached Library Policy on Meeting Room Use and the following regulations:

- ☐ No group may schedule meeting rooms more than 16 hours each month.
- ☐ The organization will provide proper supervision at all times.
- ☐ The library is pleased to provide meeting space as a community service. You may support the library and honor your organization by making a donation.
- ☐ A **ROOM USE FEE** (\$40.00 an hour or any part of any hour) will be charged to **BUSINESS** and **FOR-PROFIT** groups. Payment must be made with this form to secure the reservation or the booking will be released. Booking cancellations must be made seven (7) business days in advance in order to receive a 75% refund. Refund requests must be made in person or by fax. Weather related cancellations are refunded.
- ☐ All groups using the meeting rooms **AFTER HOURS** will pay a SECURITY FEE of \$26.95/hour for a minimum of 2 hours. Rooms must be booked 10 business days in advance and only until 11:00 PM on Monday – Thursday, and 9:00 PM on Saturday. This service is not available on Friday or Sunday nights. If security guards are unavailable, the meeting will be canceled and the fee refunded. The security fee is in addition to other fees such as those for for-profit usage and AV charges.
- ☐ Users are responsible for notifying their members of meeting cancellations due to weather. Please call your branch to determine if it is open as they will change their phone message to report open/closed status.
- ☐ If room users do not arrive or call within the first hour of their booked time, it will be assumed that they are not coming and the room reservation will be released.

Renters are not covered by the County of Loudoun's liability insurance.

I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for the use of Loudoun County Public Library public meeting rooms as set forth above and in the Library Policy on Meeting Room Use which I have received and read. I agree that any violation of the rules and requirements set forth in this application may be grounds for immediate expulsion and denial of future use of the facility.

Signature:	Library Card #:
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